



Ulverston Town Council. RISK ASSESSMENT General and Financial

Introduction

The Council must carry out an annual Risk Assessment which identifies all risks it is exposed to and identify actions it considers necessary to minimise those risks. The document covers Financial Control, Governance, Staff, Third Party and Assets. Ulverston Town Council allotments, office, events, Sir John Barrow Monument and Sir John Barrow Cottage all have individual Risk Assessments which go into further detail. These can be viewed on the Town Council website or a hard copy requested from the office.

Purpose

This document is designed to ensure that the Town Council meets its requirement to:

- Maintain an adequate system of internal controls including measures to prevent and detect fraud and corruption and to review its effectiveness
- Assure members that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finance
- Carry out an assessment of all risks facing the council and demonstrate how these are managed including appropriate internal control
- Maintain an adequate and effective system of internal audit of the councils accounting records, control systems and their effectiveness

Organisational Arrangements

The Clerk will ensure that all officers are aware of their responsibility in managing and reporting risk. Each officer shall make appropriate arrangements to ensure risk is continually assessed in relation to their area of responsibility.

The Clerk will initially review the General and Financial Risk Assessment at least annually in advance of it being submitted to the Council for review and approval.

Definition of Risk

Any identified risk in the table below is scored Low (L), Medium (M) or High (H).

Low = unlikely but action can still be taken to reduce the risk further

Medium = review of control measures required to reduce the risk as much as possible

High = special control measures must be put in place. If it relates to an activity, it must be immediately stopped.

<u>Risk</u>	<u>Risk identified</u>	<u>Risk level</u>	<u>Controls to manage risk</u>	<u>Action by</u>
FINANCIAL				
Theft	Threat to personal safety	L	Cash stored in safe in office, minimal amounts of cash stored. Cash from Public toilets and Sir John Barrow monument donations banked the same day. Safe locked and secured. Public access restricted to that area. Cash banking times and routes to bank varied. Presence of cash not obvious e.g. not in bank bags. Fidelity Guarantee Insurance in place for £500,000	Finance Officer

<u>Risk</u>	<u>Risk identified</u>	<u>Risk level</u>	<u>Controls to manage risk</u>	<u>Action by</u>
Incomplete or inaccurate financial records	Financial loss Legal action Damage to council reputation	L	Ulverston Town Council complies with Governance and Accountability for Smaller Authorities in England, the Joint Panel on Accountability and Governance Practitioners Guide The Town Council adheres to the Accounts and Audit Regulations 2015 which are applied in the preparation of statutory annual accounts and governance statements. Financial Regulations are approved and reviewed annually. Cashbook and systems set up using a reputable and reliable financial software system.	Clerk and RFO Finance Officer Full Council
Annual budget preparation	Overspending	L	The RFO and Finance Officer prepare revenue and capital budgets and accompanying reports identifying risks and controls.	Clerk and RFO Finance Officer
Non budgeted expenditure	Overspending	L	Clerk and RFO to authorise all expenditure as per the Councils Financial Regulations. Monthly reports are presented to Finance and General Purposes committee and Full Council.	Clerk and RFO Finance and GP committee & Full Council
Inadequate insurance	Fraud, non-cover and losses of property/ assets	L	Insurance tendered annually. Renewable every January, cover includes all aspects of the Town Council's work and activities.	Clerk and RFO

<u>Risk</u>	<u>Risk identified</u>	<u>Risk level</u>	<u>Controls to manage risk</u>	<u>Action by</u>
			Adequate Fidelity Cover to be regularly monitored. Regular review of all risks and property to be conducted. New items are immediately insured and added to the Asset Register where appropriate. Town Council staff to ensure all contractors and exhibitors at events have minimum £5m liability insurance.	
Council records – paper and electronic	Loss of records through theft, fire, damage Loss through corruption (electronic)	L/M	Historic minutes are archived in Carlisle archives (up to 2005) Deeds and historical documents kept in fireproof safe Electronic records are kept on cloud-based storage by IT provider KTD and backed up daily	Clerk and RFO
Loss or damage through fire, wind, theft, vandalism to assets, street furniture, CCTV etc	Financial loss	L	Asset register regularly updated. Annual review and monitor changes throughout the year. Photographic portfolio of all assets kept up to date. Keep separate inventories and risk assessments for all buildings. All buildings fitted with security alarms, fire alarms, smoke detectors and are regularly serviced. Staff ensure adequate insurance cover.	Clerk and RFO

<u>Risk</u>	<u>Risk identified</u>	<u>Risk level</u>	<u>Controls to manage risk</u>	<u>Action by</u>
Non-compliance with legal requirements	Civil and criminal proceedings	L	Annual review of Standing Orders and Financial Regulations to ensure compliance with statute and other provisions.	Clerk and RFO Finance and GP committee & Full Council
Inadequate system of internal control	Error, fraud	L	Appointment of Internal Auditor to undertake two audits per year, including year-end, with reports sent to Finance and GP committee and Full Council. Annual External Audit. Cross-checking of documentation and adequate Financial Regulations which are annually reviewed by council. Expenditure authorised monthly by Finance and GP committee and Council, and in person by two councillors in the Council office.	Clerk and RFO Finance Officer Finance and GP committee & Full council
Bank default	Bank deposit protection scheme - FSCS protects up to £85,000 only	L	Arrange for multiple bank deposit accounts to safeguard funds	Clerk and RFO Finance Officer
External Legislation	The risk of legislative changes which may have an impact on the Town Council's powers, duties	L	Clerk and RFO to appraise councillors of developments in National and Local policy	Clerk and RFO Finance and GP committee & Full Council

<u>Risk</u>	<u>Risk identified</u>	<u>Risk level</u>	<u>Controls to manage risk</u>	<u>Action by</u>
	and opportunities to raise funds through the precept.			
GOVERNANCE				
Acting without relevant power	Financial and legal action	L	Clerk and RFO has a good knowledge (and relevant qualification (or ability and requirement to obtain qualification) of the scope of the Council's legal powers. Training to be made available for members. Access to legal advice through the Council's solicitors.	Clerk and RFO Full Council
Members failing to behave in accordance with Code of Conduct	Damage to council reputation Complaint issued to council	L	Code of Conduct policy adopted by Council. All members to sign declaration of acceptance of office. Complaints procedure in place. Monitoring Officer role in place (via Westmorland and Furness Council) New members to attend induction and training on the member Code of Conduct and Nolan principles of public office.	Clerk and RFO Full Council

General and Financial Risk Assessment.

<u>Risk</u>	<u>Risk identified</u>	<u>Risk level</u>	<u>Controls to manage risk</u>	<u>Action by</u>
Libel and slander claim	Damage to council reputation	L	Libel and Slander insurance in place	Clerk and RFO Full Council
GDPR	Data Protection breach and consequent Information Commissioner's Office (ICO) sanction. Damages claims. Damage to council reputation	L	Council is registered is registered with the Information Commissioner (ICO) (Z3583992) which is renewed every March Council complies with the Data Protection Act 2018 Council has databases of councillors and allotment holders only Office is locked every evening Computers are password protected Any group emails are blind copied Council is registered	Clerk and RFO Full Council
STAFF				
Sudden loss of key staff due to illness or injury			Sufficient funds in reserves to cover locum Clerk or other staff Many tasks are shared and most core and	HR Clerk and RFO

<u>Risk</u>	<u>Risk identified</u>	<u>Risk level</u>	<u>Controls to manage risk</u>	<u>Action by</u>
			critical processes are documented Seek support from other Town Councils or existing members of staff Consider taking out key person cover insurance	
Lone working	Encountering a verbal or physical threat from a member of the public Accident or emergency	L	Office is open to the public from 9am – 2pm Monday – Thursday and 9am – 12pm on Friday. Door locked at all times. No admittance to public during lone working times or at any time when staff are on their own due to external meetings, leave or sickness.	HR Employees
Accidents in the workplace	Accident or injury in the workplace	L	Accident log maintained At least one member of staff First Aid trained	HR
Business Continuity	Loss of all data or accident to staff	L	Office keys given to Mayor/Deputy together with passwords	Full Council
		L	Council data is backed up separately on cloud storage via IT Provider KTD.	
THIRD PARTY				
Buildings, allotments and land	The risk of damage to a third party or property as a consequence of the Town Council providing a service	L	Risk Assessment for Sir John Barrow Monument updated annually and displayed in monument Full simulated rescue carried out June 2023 from top level by emergency services	Full Council Clerk and RFO

<u>Risk</u>	<u>Risk identified</u>	<u>Risk level</u>	<u>Controls to manage risk</u>	<u>Action by</u>
	Risk or injury to members of the public visiting a Town Council visitor attraction		Annual test of lightening conductor on Sir John Barrow Monument	
		L	Risk Assessment for Sir John Barrow Cottage updated annually and displayed in cottage.	
		L	Electrical testing annually on all equipment including Christmas Lights	
		M	Annual arboriculture survey on trees Action taken on trees requiring immediate attention Reviewed once every two years Annual walk over of trees by qualified arboriculturist or as required	
		L	Gill Banks and Little Hoad street furniture and walls. Risk assessment undertaken annually	
		L	Budget to be set aside annually for repairs and maintenance and any underspend transferred to reserves.	
		L	Allotments – Risk Assessment Walls around allotments: Survey undertaken as required.	
Vehicles (Ulverston Town Council owns one vehicle for use by the Senior Monument Keeper)	Unable to use due to fire, theft, accident Third party liability	L	Comprehensive vehicle insurance in place Vehicle inspected in morning before it is driven MOT as required and vehicle checked and maintained regularly Stored in car park when not in use	Senior Monument Keeper

<u>Risk</u>	<u>Risk identified</u>	<u>Risk level</u>	<u>Controls to manage risk</u>	<u>Action by</u>
Council events and parades	Failure to protect the health, safety and wellbeing of exhibitors, attendees and volunteers	L	Appropriate staff attend formal Health and Safety training where needed Employer liability and Public Insurance in place. Extra cover for larger events is put in place as and when required	Clerk and RFO
Safeguarding	Failure to safeguard children or vulnerable adult(s)	L	Staff and volunteers to complete DBS checks where required. All volunteers in Sir John Barrow monument DBS checked due to regularly being with children and vulnerable adults All staff and relevant volunteers to complete safeguarding training Safeguarding policy in place	Clerk and RFO Full Council Volunteers
ASSETS				
Council leases	Failing to pay lease for the Town Council office and The Gill Public Conveniences	L	Internal system of reminders to ensure they are paid on time	Clerk and RFO Finance Officer

<u>Risk</u>	<u>Risk identified</u>	<u>Risk level</u>	<u>Controls to manage risk</u>	<u>Action by</u>
Damage and security of all Council buildings/property		L	All risks insured Fire alarms installed Fire extinguishers installed Intruder alarms installed in all council property All doors to be locked by last person leaving building Equipment stored securely where possible Weekly/daily checks by staff where appropriate Separate risk assessments undertaken for each building	Clerk and RFO
Safety of electrical equipment	Risk of fire or electric shock	L	Annual PAT testing	Clerk and RFO
Outdoor community gym	Legal liability as a consequence of ownership Injuries that may occur from users of the equipment	M	Insurance in place Monthly equipment inspections undertaken and records kept. Annual RoSPA inspection	Clerk and RFO

Date Agreed: May 2025

Minute Number: C017

Due for review May 2026